

## Guide to Completing SF-424A, Budget Information Form

### EPA Region 10

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		0.00	0.00	0.00	0.00	0.00

**Section A - Budget Summary.** Generally, columns (c) and (d) are not needed, unless relevant to your specific grant proposal. However, columns (e) - (g) must be filled in by all applicants. Please also fill in columns (a) and (b), if you know that information.

Please note: the total budget for your project must include the amount you are requesting from EPA and **your match/cost-share** amount (if any). These numbers must be the same as those you enter in Block 15 of the application, SF 424, as well as in the Detailed Budget that accompanies your work plan.

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SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$	\$	\$	\$	\$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

**Section B - Budget Categories.** *This is the most important part of this form,* and your figures ***must*** be accurate and complete. This information is the summary of the calculations from your Detailed Budget. The totals from each budget category on your Detailed Budget must match the Object Class Categories shown here. Also please note that this budget reflects the total project cost, which is the amount you are requesting from EPA, plus any match/cost share amount. ***Do Not*** substitute titles for any of the Object Class Categories. Your Detailed Budget must reflect these categories, as well. The amount of the total shown in at the bottom of column (5), must equal that shown at the bottom of column (g) in Section A.

If your grant will include Program Income, enter that amount in block 7.

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SECTION C - NON-FEDERAL RESOURCES

SECTION D - FORECASTED CASH NEEDS

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

**Sections C - E.** These are not required by EPA.

### SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

**Section F.** EPA does require additional information concerning the Indirect Costs you have included in your budget. Please use this section for that information.

Please show the Direct Costs for your project in block 21. If possible, also show the Modified Direct Costs, commonly known as the "Direct Cost Base," which are subject to application of your approved Indirect Rate.

In Block 22, please list the Indirect Costs for your project , as shown.

Please use block 23 for any additional budget information.